



helping **prevent** improper payments

**Do Not Pay Portal**

**User Guide**

**June 2012**

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## INTRODUCTION

### Who Should Use This Manual

This manual is intended for new users of the Do Not Pay Portal. The intention of this manual is to describe the application in its entirety.

### Description of Manual

The information in this manual is divided into topics. Each topic will describe the processes available.

Introduction: This section describes how to use this User Manual and lists hardware/software requirements.

Table of Contents: This section describes the overall Do Not Pay Portal and how to get started using it and navigating through it.

### Do Not Pay General Requirements

This section details the system and configuration requirements necessary to utilize Do Not Pay.

#### Operation System

The following operation systems are supported by Do Not Pay:

- ✓ Windows XP
- ✓ Windows 7

#### System Requirements

The following requirements are necessary to operate Do Not Pay:

- ✓ **Web Browser:** Internet Explorer 7.0 or newer
- ✓ **Entrust Root Certificate:** The Entrust (2048) Root Certificate must be installed in the “Trusted Root Certification Authorities” certificate store on the “local machine” (all user profiles) for the workstation. This certificate is normally installed by default with Internet Explorer. If it has been removed, you will need to have your agency reinstall the certificate.
- ✓ **Internet Options Security Settings**
- ✓ **Ports**

**Windows Resolution:** 1280 x 1024 or higher

### PKI Certificate Requirements

**Login requires** PKI or PIV credentials. Users must download software that will facilitate the use of their PKI Credential

- ✓ Pentium II 500MHZ or Higher
- ✓ 256 MB RAM
- ✓ 100 MB Free Hard Disk space
- ✓ One Free USB Port
- ✓ 2X CD ROM Drive

- ✓ Ability to download FMS PKI Installation software from FMS public website ([https://itra.fms.treas.gov/fms\\_pki\\_installers.html](https://itra.fms.treas.gov/fms_pki_installers.html)). Full install download is approximately 70 MB
  - The PKI installation software contains:
    - Smart card middleware
    - Java JRE (Java runtime environment)
    - JCE (Java cryptographic extensions) and certificate trust lists to be installed on agency workstation.

### Hardware Requirements

- ✓ If your agency currently uses SafeNet to use and maintain a USB token you will not need to download the software required to use your PKI token.
- ✓ The iKey specifications can be found on the following web site: [http://www.safenet-inc.com/library/edp/SafeNet\\_Product\\_Brief\\_iKey\\_2032.pdf](http://www.safenet-inc.com/library/edp/SafeNet_Product_Brief_iKey_2032.pdf).  
The iKey 2032 USB token has the following characteristics:
  - The iKey 2032 is a FIPS 140-2 Level 2 rated cryptographic module.
  - The iKey 2032's NIST crypto module certification number is #161, last certified on 01/11/2007. The URL is: <http://crsc.nist.gov/groups/STM/cmvp/documents/140-1/140val-all.htm>
  - The iKey 2032 is not recognized as a USB storage module. It does not appear as a drive in Windows explorer. This means that the iKey is not prevented from being used if an agency defines its Windows Group Policy to write protect or disable USB ports. See Appendix B - [USB Restrictions](#).

### Software Requirements

Software is provided on a CD labeled **FMS PKI Setup**. The FMS PKI Setup CD should be provided to all end users during the FMS PKI enrollment process. The FMS PKI Setup CD will install all of components listed below. This setup will install and configure all needed components on the desktop to ensure successful operation of all FMS PKI applications. After successful installation of the FMS PKI Setup, agency end users will have the ability to access the following:

- ITRA-Credential creation and maintenance
- Any FMS PK enabled application the agency user is authorized to use.

\*Please contact your local support for any agency specific requirement (firewall/network config e.t.c).

### Getting Help

There are several ways you can obtain help when using the Do Not Pay Portal. They include the Do Not Pay Support Center by phone at 1-855-837-4391 or email at [donotpay@stls.frb.org](mailto:donotpay@stls.frb.org).

## **PREFACE**

Welcome to the Do Not Pay Portal.

### **About Do Not Pay**

The Do Not Pay Business Center provides automated tools, including a web-based single entry access portal, which federal agencies can use to gain access to an array of data sources to assist in determining whether an individual or company is eligible to receive federal payments or engage in federal contracts.

### **Background**

Do Not Pay is a Treasury program designed to give critical information to paying agencies to help reduce improper payments. This program was initiated as part of the Presidential Memorandum, dated June 18, 2010, directing agencies to review current pre-payment and pre-award procedures and ensure that a thorough review of available databases with relevant information on eligibility occurs before Federal funds are disbursed. To assist agencies with achieving this goal, Do Not Pay Business Center provides two services to agencies: the Do Not Pay Portal and Do Not Pay Data Analytics Service. Each agency can choose to use any combination of these Do Not Pay services in order to best meet their needs.

### **Data Sources Currently Available**

- ✓ Excluded Parties List System (EPLS) with an Office of Foreign Asset Controls (OFAC) feed
- ✓ Death Master File (DMF)
- ✓ List of Excluded Individuals/Entities (LEIE)
- ✓ Debt Check
- ✓ The Work Number
- ✓ Central Contractor Registration (CCR)

### **Three search options offered**

- ✓ Online Search: one entry at a time, simplest search to conduct
- ✓ Batch Matching: file sent electronically for a bulk search
- ✓ Continuous Monitoring: storing a file, continuously updating

## GETTING STARTED

### Do Not Pay Login Page

fms  
Enterprise Single Sign On

Select an authentication method and enter your credentials

Log In using your FMS:

PKI Certificate ▶

To log in using your PKI Certificate, please click the Log In link.

[PKI Log In](#)

**WARNING**  
**WARNING**  
**WARNING**

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

[Accessibility](#) | [Contacts](#) | [Privacy Policy](#)  
U. S. Department of the Treasury - Financial Management Service

- ✓ Open your Internet Browser and type ***http://www.donotpay.treas.gov*** in the address bar. Click on the Agency Login Tab at the top of the page.
- ✓ Insert your PKI token/PIV card.
- ✓ Click on the PKI Log In link.
- ✓ Enter your password associated with your token.
- ✓ Click the “Log In” button to gain access to the Do Not Pay portal.

The Do Not Pay Portal will use ITIM as the authentication mechanism. The ITIM application will be set up to use only PKI authentication to gain access to the Do Not Pay Portal. Once a user is established with ITIM, a PKI token will have to be applied for. Upon successful completion of application, a PKI token will be issued with a PIN. NOTE: Treasury users have the ability to use their PIV card.

Do Not Pay-ITIM organizational roles will be assigned to designated users only by the Do Not Pay-ITIM Administrator known as the Do Not Pay-CSR. The Customer Service Representative (CSR) will be able to request the creation of Do Not Pay user accounts, along with being able to modify, suspend, restore, and delete Do Not Pay user’s account.

## Do Not Pay Portal User Guide

### Terms and Conditions Page

Please review the disclaimer and click “Accept” to gain access to the application.

**Terms and Conditions**

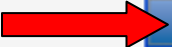
I have a need to know the information in the Do Not Pay Portal in order to perform my official job duties. I agree only to access the data that is necessary to perform those duties. I will not access Do Not Pay for fraudulent purposes. I acknowledge that browsing, or any unauthorized access of Do Not Pay data, constitutes a serious breach of the confidentiality of that information and may be subject to criminal and civil penalties.

I will make no unauthorized changes to data delivered to me from Do Not Pay. I will not use the information obtained from Do Not Pay, either inadvertently or deliberately for personal gain (for example, to initiate unauthorized refunds/ payments, or to wrongfully grant/deny rights, benefits or privileges).


While assessing and researching this site, I may be alerted to information on persons, entities, firms or subcontractors with whom I have a direct or indirect financial interest. In the event that I suspect or later become aware of a conflict of interest or financial interest, I agree to report this immediately to the appropriate Federal agency ethics official.

When I no longer have an official need for the Do Not Pay information, I will request that my access to the site be terminated.


I will not disclose any information from Do Not Pay to any unauthorized person. Any unauthorized disclosure of information, failure to disqualify myself from participation in any decision process in which I have a financial interest, or use of Do Not Pay for other than the specific authorized purpose may result in an investigation that could lead to disciplinary actions and other consequences including the loss of Do Not Pay access.



### Do Not Pay Home Page



helping prevent improper payments



An Official Website of the United States Government

Announcements

ITIM Self-Service

Online Search
Batch Matching
Continuous Monitoring
Helpful Information
Access to The Work Number

Access Group  
Access to All Groups

SSN / EIN / TIN ( @ digits, no spaces or dashes)  
Example: 123123123

First Name

Last Name

DUNS Number Plus 4

Business Name

[? Search Tips](#)



**Want to start a new search?**

Enter one of the following criteria:

- Social Security Number (SSN) or Employer Identification Number (EIN) or Taxpayer Identification Number (TIN)
- SSN/EIN/TIN and Last Name
- SSN/EIN/TIN and Last Name and First Name
- Last Name and First Name
- Business Name
- SSN/EIN/TIN and Business Name
- Business Name and DUNS and Plus 4
- Business Name and DUNS
- DUNS
- DUNS and Plus 4

**To get the best results, here are some other tips:**


1. Be specific when searching for a name. Enter a name exactly as it will appear in the search results.
2. The more criteria you enter, the more limited your results will be.  
The search results will only contain records that match every criteria you have entered.
3. If you are looking for a larger sample, try entering fewer search criteria.

Treasury BPD Accessibility Privacy Policy Help Desk Contact Information Data Quality

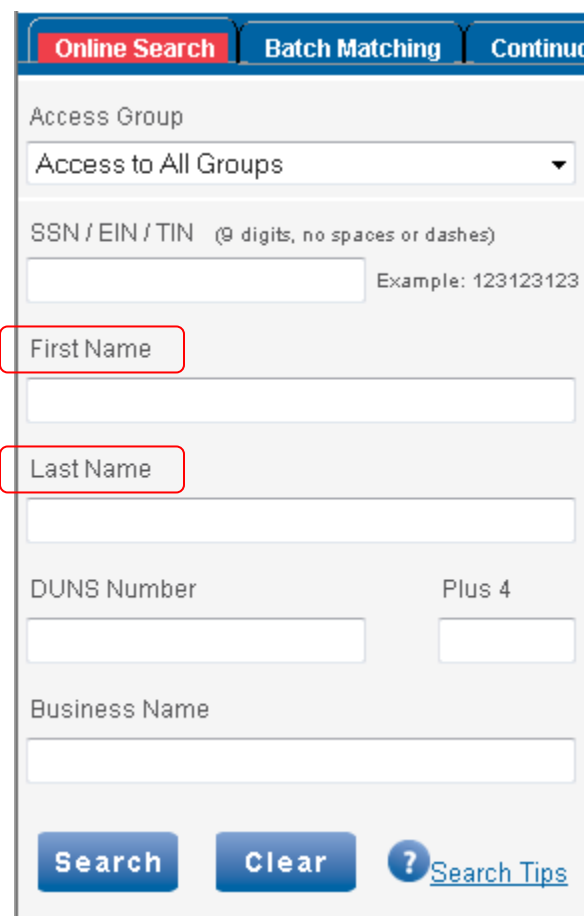
No Printing Allowed For Any Results.

## Do Not Pay Portal User Guide

- ✓ A navigation bar with links to specific functionality appears on the top of the home page.
- ✓ Clicking the  opens a new window with a brief description of the current page and step-by-step instructions on how to complete the tasks on that page.
- ✓ Click the “Log Off” button to sign out of the Do Not Pay Portal.
- ✓ **Reminder: The Portal will time out after 30 minutes of inactivity.**

## ONLINE SEARCH-USED FOR A SINGLE NAME/TIN

Enter fields as needed and click search or enter



Online Search | Batch Matching | Continue

Access Group  
Access to All Groups ▼

SSN / EIN / TIN (9 digits, no spaces or dashes)  
Example: 123123123

First Name

Last Name

DUNS Number Plus 4

Business Name

Search Clear ? Search Tips



## For best Search Results Overall

1. Best Search: TIN/DUNS by itself
  - ✓ Searching by TIN/DUNS will be the most accurate in finding all entities with that TIN/DUNS within the Portal data sources.
  - ✓ The results would return all names for that TIN/DUNS and the Agency User could determine if it was the same entity or not.
  - ✓ A small set of results will be returned that can be more easily reviewed.
  - ✓ Example: One hit for a TIN returned from the Death Master would be a flag that a TIN is possibly being used erroneously.
2. Second best search: Name by itself
  - ✓ Searching by Name will return many more rows than the TIN/DUNS Search.
  - ✓ Example: Many hits on the Death Master.
3. Least Desirable Search: TIN/DUNS and name
  - ✓ This will likely return almost no rows and has a high chance of missing someone using a TIN erroneously.
  - ✓ Using these together, means that the TIN/DUNS and the name must match in order for results to be returned.

## For best NAME search results

1. Leave out Name Prefixes or Suffixes (ie: Jr., Mr. III)
2. Leave out any titles (ie: CPA, PhD)
3. Leave out middle initials and middle names (search on middle name/last name as a secondary search to be thorough)
4. For a hyphenated last name (Smith-Jones), search with Smith as last name, Jones as last name and Smith Jones as last name and compare the results

## Understanding Online Search Results-Example Screens

### SSA Death Master File Results:

Search Results for First Name: JOHN, Last Name: DOE

51 Matches Found

Excluded Parties List - Public As of 05/20/2012	List of Excluded Individuals and Entities As of 05/09/2012	SSA Death Master File As of 05/19/2012	TOP Debt Check As of 01/31/2012
0	0	46	5

TIN	Name	DOD	DOB	Reporting Entity	Reporting Entity Desc	City (from ZIP)	State (from ZIP)	Last Residence ZIP	Country
315980726	JOHN DOE	10/00/1983	04/30/1907	NY	NEW YORK	TUPPER LAKE	NY	12986	US - UNITED STATES
317842976	JOHN J DOE	03/15/1968	05/31/1896	PE	DISCREPANCY AMONG RECORDS	BRENTWOOD	NY	11717	US - UNITED STATES
320566526	JOHN DOE	03/00/1984	01/23/1907	NY	NEW YORK	ROCHESTER	NY	14625	US - UNITED STATES
343841717	JOHN DOE	04/00/1970	07/02/1892	NY	NEW YORK	WILLARD	NY	14588	US - UNITED STATES
343842081	JOHN DOE	05/00/1972	07/15/1899	NY	NEW YORK	WILLARD	NY	14588	US - UNITED STATES
346844392	JOHN DOE	07/00/1971	07/02/1887	NY	NEW YORK	WASSAIC	NY	12592	US - UNITED STATES
349967639	JOHN DOE	08/00/1987	01/01/1936	NY	NEW YORK	WASSAIC	NY	12592	US - UNITED STATES
360457443	JOHN	12/00/1955	04/06/1906		UNKNOWN				US - UNITED

## BATCH MATCHING/CONTINUOUS MONITORING

**Batch Matching**-A search that allows an agency to send a file to Do Not Pay to be compared to the data sources in the Do Not Pay Portal. The results would detail any matches against the data sources and will be accessed through the Do Not Pay Portal.

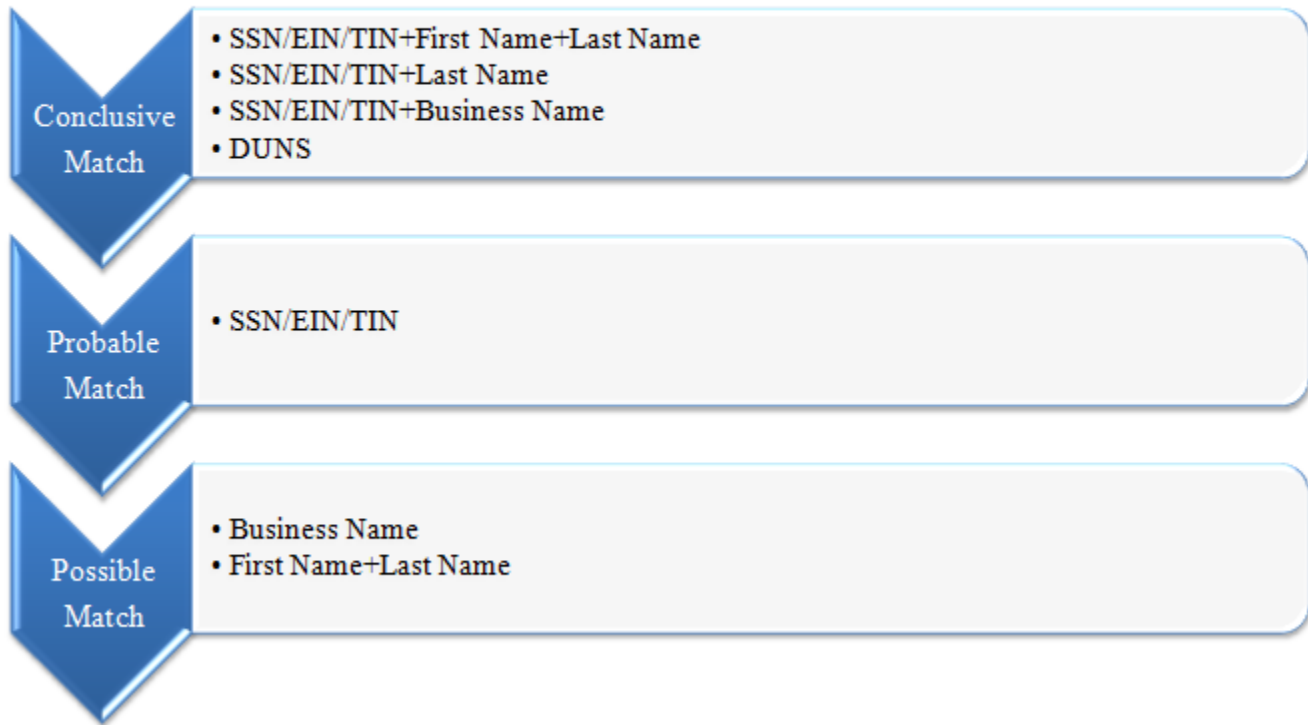
**Continuous Monitoring**-A search that is accomplished by taking in an agency's file, storing it within our infrastructure and comparing it against selected data sources for any matches. Do Not Pay's data sources are refreshed on a regular basis and will continuously compare the file to the data sources when there is an update to either the file or data source. If a match is identified, the agency will be notified via email that one has occurred and the agency will be able to view the details of the match via the Do Not Pay Portal.

The first step in either batch or continuous monitoring process is to send Do Not Pay a copy of your file (vendor or payment) through the secure landing zone. Do Not Pay will then complete a search on the file and the results will appear under the corresponding tab and an email will be sent to the agency indicating the file has been processed and results are ready to be viewed.

Both Batch Matching and Continuous Monitoring Results are presented in the same manner; it is only the "behind the scenes" working that is different.

## Matching Rules

# Matching Rules



## Batch Matching/Continuous Monitoring Screens

Initial Screen-ability to filter on Do Not Pay Matches or CCR Validation Matches. CCR Validation provides a list of Businesses from your file that are **ON** the Central Contract Register (CCR).

The screenshot shows the top of the Do Not Pay portal. On the left is the "DO NOT PAY" logo with the tagline "helping prevent improper payments". On the right is the text "An Official Website of the United States Government". Below the logo is a navigation bar with the following links: "Online Search", "Batch Matching" (highlighted in red), "Continuous Monitoring", "Helpful Information", and "Access to The Work Number". Above the navigation bar, there is a section for "Announcements" and a link for "ITIM Self-Service".

### FILE SELECTION FOR BATCH MATCHING

☒ Do Not Pay Matches

☐ CCR Validation Matches



File Name	Total # of Records	Received Date/Time	From Date	Through Date	Match Date/Time
Benefits Annuity ACH	13,478	05/03/2012 3:35PM	Unavailable	05/01/2012	05/24/2012 6:43PM
Benefits Annuity Check	478	05/03/2012 3:35PM	Unavailable	05/01/2012	05/24/2012 6:43PM
Vendor Payment Other ACH	83	05/03/2012 3:35PM	Unavailable	05/01/2012	05/24/2012 6:43PM
Vendor Payment Other Check	37	05/03/2012 3:35PM	Unavailable	05/01/2012	05/24/2012 6:35PM

## Do Not Pay Portal User Guide

To view the results of the search click on the most recent file you submitted under “File Name.”

### First Screen that enables a user to filter results

This screen allows the ability to filter on multiple criteria: payment amount, payee, data source, types of matches. Check the appropriate boxes to refine your results. If you would like to see all matches, check the select all checkboxes field.

Filter Matching Results for Batch Matching

**Select to Filter Payment Amount:**

☒

Total Payment Amount to Payee greater than or equal to
50

**18 Matches Found**

Select all checkboxes: ☐

DATA SOURCE	# of CONCLUSIVE matches <input type="checkbox"/>	# of PROBABLE matches <input type="checkbox"/>	# of POSSIBLE matches <input type="checkbox"/>
<input checked="" type="checkbox"/> TOP Debt Check as of 01/31/12	3 <input checked="" type="checkbox"/>	0 <input type="checkbox"/>	0 <input type="checkbox"/>
<input type="checkbox"/> Excluded Parties List - Private as of 05/20/12	0 <input type="checkbox"/>	0 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>
<input type="checkbox"/> Excluded Parties List - Public as of 05/20/12	0 <input type="checkbox"/>	0 <input type="checkbox"/>	5 <input type="checkbox"/>
<input type="checkbox"/> List of Excluded Individuals and Entities as of 05/09/12	0 <input type="checkbox"/>	0 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>

Select Boxes to Filter by Data source and/or Matches, and Click Submit.

Clear Selection(s)

Submit

Second Filter-Results Summary Screen. This screen provides a high level summary of the matches based on the filters you selected in the previous screen.

Match Results Summary - Batch Matching

**13 total matches**

	Payee ID	Payee ID Type	Payee Name	Payee DUNS	Total Payment Amount	Number of Payments	Match Source	Match Level	Match Type
<input type="checkbox"/>	415761483	SSN	JAMES R DONALDSON		\$1,931.50	1	Excluded Parties List - Private	POSSIBLE	FULL NAME MATCH
							List of Excluded Individuals and Entities	POSSIBLE	FULL NAME MATCH
<input type="checkbox"/>	425602462	SSN	ROBERT L CLARK		\$1,301.11	1	Excluded Parties List - Private	POSSIBLE	FULL NAME MATCH
							List of Excluded Individuals and Entities	POSSIBLE	FULL NAME MATCH
<input checked="" type="checkbox"/>	429963957	SSN	WADE C. JOHNSON		\$211.00	1	TOP Debt Check	CONCLUSIVE	TIN + NAME MATCH
<input type="checkbox"/>	436760137	SSN	JAMES BROADUS		\$733.00	1	TOP Debt Check	CONCLUSIVE	TIN + NAME MATCH
<input type="checkbox"/>	594140051	SSN	WILLIE M BORDEN		\$761.06	1	TOP Debt Check	CONCLUSIVE	TIN + NAME MATCH
<input checked="" type="checkbox"/>	828066566	SSN	JANET S JONES		\$100.00	1	Excluded Parties List - Private	POSSIBLE	FULL NAME MATCH
							List of Excluded Individuals and Entities	POSSIBLE	FULL NAME MATCH

Continue To Details

## Do Not Pay Portal User Guide

Clicking on the payee name will give you GOOGLE search results.

+You
Search
Images
Maps
Play
YouTube
News
Gmail
Documents
Calendar
More

**Search**
About 14,200,000 results (0.36 seconds)

**Everything**
Images
Maps
Videos
News
Shopping
More

[\*\*Janet S Jones\*\*](#)  
[janetsjones.com/](#)  
**Janet S Jones.**

[\*\*Janet S. Jones\*\*](#) - IMDb  
[www.imdb.com/name/nm2829027/](#)  
**Janet S. Jones**, Miscellaneous Crew: Precious. ... Update information for **Janet S. Jones** ». More at IMDbPro » Add or change photos on IMDbPro Represent ...

[\*\*Janet S. Jones\*\*](#) | Health, Beauty, Fashion, Love, Careers and more ...  
[www.more.com/events/contests/beauty-search-2012/janet-s-jones](#)  
Apr 12, 2012 – I've always felt that in order to be beautiful, you have to feel beautiful. Self-esteem is important and I have worked hard at that - by educating ...

**St. Louis, MO**  
Change location

[\*\*Janet Snowden Jones\*\*](#) | Facebook  
[www.facebook.com/janet.s.jones](#)  
Join Facebook to connect with **Janet Snowden Jones** and others you may know. Facebook gives people the power to share and makes the world more open ...

Show search tools

## Final Filter Screen-Individual Record Detail Screen

Matching Details							
Name	TIN	DUNS					
WADE JOHNSON	429963957						

Payment Information							
Payee TIN	ID Type	Payee Name	Payee DUNS	Agency Specific Identifier	Address	Date of Payment	Payment Amount
429963957	SSN	WADE JOHNSON		429963957	P O BOX 69112 HARRISBURG, PA 20748 US	05/01/2012	\$1,813.89

**Conclusive Match**  
Data Source : TOP Debt Check as of 01/31/2012

Debtor Name	Debtor TIN	Debtor City	Debtor State	Debtor ZIP	Agency Contact	Debt Agency Address	
WADE JOHNSON	429963957	PITTSBURGH	PA	152081211	BCSE / BCSE	P.O. BOX 8018 HARRISBURG, PA 171058018	<a href="#">Details</a>

With the information provided in the results, the agency will be able to determine to make the payout.

## THE WORK NUMBER

The Work Number is the leading provider of employment and income verifications; the data provided could help you determine eligibility for certain government programs.



Please click [here](#) to login and begin your search

If your agency has access to The Work Number when you click on the tab it will automatically open a link to The Work Number website. If your agency does not have access, they will see a screen which explains to them how to obtain access.



You're leaving our website.

If you're not redirected in 8 seconds or would like to leave now, [click this link](#) to go to the website you have selected.

Thank you for visiting.

You're going to a website that is not managed or controlled by the Bureau of the Public Debt. Its privacy policies may differ from ours.